

ATTLEBORO ARTS MUSEUM

86 Park Street, Attleboro, Massachusetts 02703 • 508-222-2644

2017 MEMBERS' EXHIBITION LOAN AGREEMENT (This is a two-sided document)

PLEASE PRINT CLEARLY – all information is required, thank you.

Artist's Name (to appear on gallery label): _____

Street: _____

City: _____ State: _____ Zip: _____

Best telephone to reach you: () _____ Alternate tele: () _____

Your email, or the email of a representative, is **required**: _____

2D work must be securely framed (or gallery wrapped), ready to hang **with sturdy framing wire** and **no larger than 36" x 36" INCLUDING frame**. Please wire all artwork **before** delivery to the AAM. 2D work must weigh less than 30 lbs. 3D work must weigh less than 100 lbs and have a footprint of no larger than 36" x 36". Film/video must be submitted with technology to display the piece. No wet paint will be accepted. *There are no exceptions – thank you.*

- **Delivery Dates: November 16th, 17th, 18th; 10am-4pm**
- **Exhibition: December 9th, 2017 – February 1st, 2018.** *The Museum is closed Dec 26, 2017 - Jan 5, 2018.*
- **Opening Awards Reception: Sat, December 9th, 2-4pm**
- **Pick Up Dates: Feb 2nd and 3rd, 10am-4pm. Work left after Feb 3rd will be charged \$5 per day, per piece. Late fee payable at time of late pick-up. No exceptions.**

- Work **cannot**, for any circumstances, be picked up before the 2017 Members' Exhibition closes.

- Artists must take all packing materials with them at drop off and provide all packing materials at pick up.

All work can be for sale. All sales (and Massachusetts sales tax) will be handled through the Attleboro Arts Museum. *Commission will be as follows: 70% to AAM Artists; 30% to the AAM.* Work not for sale must be labeled *NFS*.

NOTE: The information below must be legible & IDENTICAL to the information provided on your Artwork ID form.

ARTWORK TITLE MAXIMUM 60 CHARACTERS & SPACES (PLEASE PRINT)	MEDIUM	SIZE (w" x h" x d") • 2D ART CANNOT EXCEED 36" x 36", FRAMED. • 3D ART CANNOT EXCEED 100 LBS OR HAVE A FOOTPRINT OF OVER 36" X 36".	SALE PRICE	INSURANCE VALUATION (SEE #3 ON BACK)

PLEASE TURN OVER

Conditions Governing Loans:

- 1. The Attleboro Arts Museum, thereafter AAM, will exercise the same care in respect to loans as it does in the safekeeping of comparable property of its own.
- 2. Loans shall remain in the possession of AAM for the time specified on the face of this agreement and shall not be removed by the lender or by any agent of the lender prior to the official closing date of the exhibition mentioned on the face of this agreement. AAM reserves the right to withdraw the work of art described herein from the above exhibition at the discretion of the Director or the Board of the AAM.
- 3. *Insurance for all Artwork on Exhibition:* Unless the lender expressly elects to maintain his or her own insurance coverage, the AAM will insure this loan of artwork under its finer arts policy for the documented "artist value" under "Insurance Valuation" against all risks of physical loss or damage from any external cause on location during the period of the loan. There is a \$500.00 deductible on a per occurrence basis that will not be assumed by the Museum for the price of a piece on loan. The maximum insurance value that will be covered is \$2000. If the lender chooses to maintain his or her own insurance, the AAM must be supplied with a certificate of insurance naming the AAM as an additional assured or waiving subrogation against the Attleboro Arts Museum. If the lender shall fail to supply the AAM with such a certificate, this loan agreement shall constitute a release of the AAM from any liability in connection with the artwork on loan.
- 4. **Lender hereby agrees to remove from the AAM the artwork described above by the date on the face of this agreement. Any and all reminder notifications are considered a courtesy. Ultimately, lender is responsible for the on-time retrieval of their work. Lender will provide all resources to deliver, pack and remove all work.**

5. *Special Conditions or Instructions:*

The conditions of this loan as stated above have been read and understood by the undersigned and the undersigned acknowledges that there are no guarantees, conditions, restrictions or representations concerning this loan other than those contained on the face of this agreement.

Please indicate any installation or handling instructions regarding the safety of your work:

DELIVERY TO THE ATTLEBORO ARTS MUSEUM:

(PRINT NAME OF ARTIST) _____ **UNDERSTANDS AND AGREES TO ALL OF THE TERMS OF THIS LOAN AGREEMENT.**

Are you the artist? Yes ____ No ____ If not, please print your name: _____
Please initial:

_____ I agree to the post-exhibition pick up of art on Feb 2nd & 3rd, 2018 from 10am-4pm. I realize that I will be charged \$5 per day, per piece, after Feb 3rd, 2018 at 4pm – payable at time of late pick-up. No exceptions.

_____ I realize that I **cannot** pick up my artwork, under any circumstances, **before** the scheduled pick-up dates of Feb 2nd or 3rd, 2018 from 10am-4pm. Pick up begins strictly at 10am on February 2nd and not before.

_____ I understand that separate works from one artist may not be exhibited together, and that all placement decisions are determined by the exhibition’s curator.

_____ I realize that a separate application and payment of \$17 is required if I elect to apply to be considered for the Attleboro Arts Museum’s “8 Visions” exhibition.

Number of pieces: _____ Amount paid: _____ (\$17 per piece; additional payments may include membership and optional “8 Visions” application) – payable to *Attleboro Arts Museum. All fees are non-refundable.*

Signature (required): X _____ **Date:** _____

AAM Staff: _____ **Date:** _____

REMOVAL FROM THE ATTLEBORO ARTS MUSEUM:

Are you the artist? Yes ____ No ____ If not, please print your name: _____

Number of pieces: _____ **Signature (required):** X _____ **Date:** _____

AAM Staff: _____ **Date:** _____